

WORKFORCE INVESTMENT BOARD

SAN LUIS OBISPO COUNTY

Workforce Investment Board Application Form

Name of organization who is nominating applicant: Louise Matney

Applicant Information:

Name: Sara Kennedy

Address: _____ County: San Luis Obispo

Telephone: (Office) _____ (Cell): _____

Fax #: _____

Company/Organization: Miner's Ace Hardware No. of Employees: 250

Industry Cluster Represented: Retail
(ie, building design, knowledge & innovation, specialty manufacturing, healthcare, agriculture, tourism)

What is your official title and what skills and talents do you bring to your job? _____

Director of Human Resources.

• over 10 years in Human Resources with benefits, payroll, FMLA, work comp, private & public sector knowledge. I am positive, organized, multi-task and I follow through on projects/goals.

Do you live in the County where you work? yes.

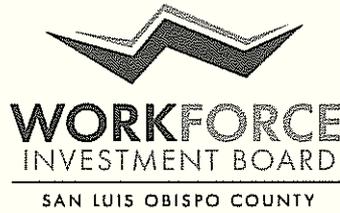
If not, in what County do you reside? _____

How many years have you worked in the County region? 21 years

How many years have you worked for your current employer? 8 years total

List any affiliations and offices held with other associations/organizations: Member of HRACC, SHRM, but do not hold any offices.





Please list any areas in which you are currently involved in workforce development such as being an advisory member on a WIB committee, part of the Youth Council or a participant in an Industry cluster initiative?

From 2002 until 2010 I worked for Cuesta College Human Resources; while I was not on their committee, other than for hiring, I definitely learned a lot regarding their service. Does your organization utilize the One-Stop? Yes. I did participate on the South County Job Fair. If not why? Miner's participates in all Job Fairs associated with the One Stop. I recently served as a panel member at the Job Seeker Academy in North County.

If so, what do you like most about the One-Stop system and what would you like to see be done differently?

Their efforts in the community to assist those who are unemployed, whether it is through seminars, job fairs, resume building, or office hours; the team is a huge support to those who need them.

Does your organization participate in an industry cluster initiative? No.

If not, why? Please let me know if any pertain directly to our industry and I can review.

If so, what do you like most about participating in industry cluster initiative and what would you like to see be done differently?

What do you think are the critical workforce issues in our region?

Attracting and maintaining qualified candidates. Affordable training and having time in the workplace.

RECEIVED
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BY: TEAM SERVICES

What will you bring to the Workforce Investment Board of San Luis Obispo County (i.e., network, resources, experience, etc.)?

Miner's Ace Hardware is a growing business with 7 stores in San Luis Obispo County. We are 8th in the Nation as Ace Retailers so our experience, years in the community, and commitment to excellence are not only high the company stands for, but personal beliefs and goals as well.



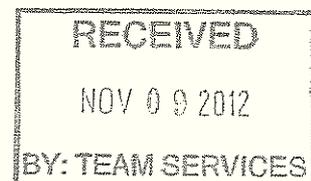
What do you hope to get out of your participation on the Workforce Investment Board of San Luis Obispo County?

I want to participate in more community involvement, as well as network with community members who share the same goals - not necessarily the same views or opinions always, but the common goal.

I formally request that consideration be given to my nomination for appointment to the Workforce Investment Board of San Luis Obispo County.

I would be honored to be a part of the Workforce Investment Board if appointed.

Signature: *Jana Anthony* Date: 11.4.12



SARA A. KENNEDY

OBJECTIVE

Seeking professional and personal growth with your company, which will utilize extensively my professional skills in customer service, employment policy and procedures as well as work in a positive team environment for a common goal.

SUMMARY OF QUALIFICATIONS

Effectively organized human resources background including: applicant tracking, employee orientation skills, employee evaluation tracking, monthly safety training, and employee/employment coorespondence. Also, highly motivated work ethic with an ability to multitask and remain calm under pressure.

EXPERIENCE

11/2010-Present Miner's Ace Hardware

Director of Human Resources

- Provide assistance to seven store managers and approximately 250 employees in regards to payroll, benefits, supplemental insurance, discipline, safety, and all aspects of Human Resources employee/employer relations.
- Follow through with employee requests and issues, ensure each employee's issue is personalized/individualized yet follow policy and procedures set forth.
- Maintain and update forms, employee manual, job descriptions, payroll reports, as well as statistical data.
- Interview, process new employee paperwork, orient and train to stores new hires, as well as process termination, resignation, cause for dismissal paperwork.

2008-11/2010 Cuesta College

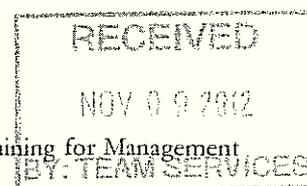
Human Resources Specialist

- Independently compile, assemble month Board of Trustee agendas.
- Assist in hiring all employee groups from organization of the recruitment including timelines, flyer distribution, advertising, dissemination of letters to applicants, and communication of recruitment process.
- Efficiently and accurately prepare salary placement for new hires, process, input, review for completion employment paperwork.
- Communicate effectively with College personnel in relations to Bargaining Contract regulations, policies and procedures.

2002-2008 Cuesta College

Human Resources Technician

- Facilitated the mandated AB1825 Sexual Harassment Training for Management



employees.

- Assist in hiring all employee groups from organization of the recruitment including timelines, flyer distribution, advertising, dissemination of letters to applicants, and communication of recruitment process.
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- Communicate effectively with College personnel in relations to Bargaining Contract regulations, policies and procedures.

1998-2002 Miner's Ace Hardware

Assistant Operations Manager

- Utilize management skills to train and direct staff on daily operations including, ordering, displaying, and maintaining accurate pricing on over 45,000 products.
- Organized and managed office functions within this multimillion dollar corporation including: accounting, banking, computer operations, and correspondence.
- Interviewed and supervised staff operations ensuring customer service skills were utilized and appropriately rewarded.

1994-1998 DeCou Lumber Company

Administrative Coordinator

- Provided key administrative and secretarial support to staff and management.
- Assumed full responsibility for daily activities, functions, and confidently made decisions, set priorities, organized procedures and created plans for work flow delegation.
- Maintained accurate Accounts Receivable and Accounts Payable records, along with promptly answering multi-line phone system and organized daily filing systems.

EDUCATION

- 1995 Received High School Diploma as Honor Role Student from Atascadero High School
- 1995-present continuing Cuesta College student going for a BA in Business, courses complete include but are not limited to; Computers, English, Math, Human Relations, Advertising, Marketing, Accounting, and Business Management. Received AA degree in 2008.
- 1996 Central California School of Body Therapy Certified Massage Practioner
- 2001 Institute of Children's Literature certification on Children's Story Book Writing

COMPUTER SKILLS

- Ability to type over 70 wpm.
- Accurate and proficient with Ten-Key, Microsoft Word, Excel, Access, PowerPoint, QSS/Reflections, People Admin, and Banner.
- Working knowledge of office equipment, including but not limited to phone system, copier/fax machines, filing systems, policies and procedures.

